

MEM-Verify Letters Generated for Managed Health Care (MHC) Enrollment Packets

Purpose:

This procedure explains how to verify that the enrollment letters generated for Managed Health Care.

Identification of Roles:

Administrative Assistant (AA)

Performance Standards:

No set performance standard

Path of Business Procedure:

Step 1: The Administrative Assistant will login to OnBase Workflow (see OnBase system procedures).

Step 2: The document retrieval box will automatically be open.

- a. Under the Document type groups box select COLD Reports.
- b. Under the Document Types box select CR Managed Health Care

Step 3: In the dates field select the from and to date as today's date.

Step 4: Select your report ID from the list below and type it in the report ID field in the keywords box:

- a. IAMB9100-R005-New MediPASS members (also referred to as the "J" packet or;
- b. IAMB9100-R006-Prior enrolled members letters or;
- c. IAMB9100-R008-Extended Participation Program letters or;
- d. IAMB9200-R001-Notice sent to members when they have not made a choice before cut-off. That the tentative provider is now their current provider (also referred to the "J" to "G" letter)

Step 5: Click on the Find button at the bottom of the box.

Step 6: The document search results screen will come up.

Step 7: Double click on your report and open it. Note: if the report is there then you have verified that the letters were produced.

Forms/Reports:

- a. IAMB9100-R005-New MediPASS members (also referred to as the “J” packet
- b. IAMB9100-R006-Prior enrolled members letters
- c. IAMB9100-R008-Extended Participation Program letters
- d. IAMB9200-R001-Notice sent to members when they have not made a choice before cut-off. That the tentative provider is now their current provider (also referred to the “J” to “G” letter)

RFP References:

6.5.1

Interfaces:

MMIS MHC ENROLLMENT SUBSYSTEM

Attachments:

None